

PURPOSE

To establish a procedure for the Michigan Department of Health and Human Services (MDHHS) internal employee communication to update, inform and inspire MDHHS employees with department news, accomplishments, information, events, and more.

PROCEDURE

To submit information to be posted to the MDHHS intranet, which is updated on a daily basis, the weekly MDHHS all-employee email, or the monthly MDHHS Digest:

POLICY

To submit information to be posted to the MDHHS intranet, which is updated on a daily basis, the weekly MDHHS all-employee email, or the monthly MDHHS Digest:

- Items for consideration should be submitted by email to CommOffice@michigan.gov, at least two days before the requested date of publication.
- Topics for articles may include a current or upcoming department event, a national observation, and recognition of a person or program, a policy or other issue. The intranet is not a medium for birthday announcements, retirement party invitations, or as a means to advertise events unless endorsed by a department committee or leadership.

Weekly Email – This Week at MDHHS

Items for consideration, including any suggested questions for the newsletter, should be emailed to CommOffice@michigan.gov each Thursday for consideration in the coming weekly email.

Topics for articles may include questions from staff and answers, department event previews and wrap ups, and news articles relevant to the department.

Monthly MDHHS Digest

Items for consideration should be submitted by email to CommOffice@michigan.gov, by the 15th of each month for inclusion in the next month's edition.

Topics for articles may include upcoming events or news for the coming month and items that are department-wide, bigger picture, longer term, and features on staff members.

Any submitted pictures of a child 17 years old or younger must have a signed release from the child's parent or guardian authorizing the image's publication.

**MDHHS Office of
Communications**

Upon receipt of the request, the Office of Communications will review and edit the information, make corrections or reject inclusion of information because of a missed deadline or inappropriate topic.

The Office of Communications will facilitate and maintain the distribution and posting of internal communication items.

REFERENCES

Photo Release Form, DHS-199, Consent for Publication, can be found at [Inside MDHHS/Toolbox/Forms.](#)